

08 February 1983

MEMORANDUM FOR: Executive Assistant  
Office of Personnel

STAT FROM:

[REDACTED]  
C/HRPS/OP

SUBJECT: Weekly Activities Report

1. The Agency and Directorate FY 83 strength and FTE forecasts were updated with actual January 1983 gains and losses. Copies of the Directorate model have been sent to the DDA and DDS&T for their areas.

2. HRPS met with the architect assisting OL with the requirements for moving OP elements to the [REDACTED]

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3. FY 1985 budgetary requirements for HRPS have been compiled and sent to DD/OP-PA&E for consolidation. \*

4. C/HRPS completed the Hewlett-Packard course in Basic Programming. This, and an additional scheduled programming course, should provide HRPS with capability to more fully utilize the existing H-P desk-top computer. \*

5. This week HRPS will be reviewing FY 84 budgetary data provided by O/Comp for the preparation of Agency age/grade forecasts.

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[REDACTED]